

**For:** Cotton State and County Offices and Cotton CMA's and LSA's

**Cotton Online Processing System (COPS) Modifications  
to Generate E-Mail Notification of Approved Transfers**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

Notice CN-1018:

- advised State and County Offices that software modifications to enable the long-term transfer process was deployed
- stated that County Offices would be notified by e-mail when a transfer was approved.

Transfer e-mail capability was **not** available on March 1, 2007, when the transfer process was put into production, but was deployed on March 31, 2007.

**B Purpose**

This notice provides State and County Offices, CMA's, and LSA's with information about the following:

- transfer e-mails that are currently being generated
- content of transfer e-mails.

**C Contact**

State Offices, CMA's, and LSA's shall direct questions about this notice to Julie Floriani by either of the following:

- e-mail to [julie.floriani@wdc.usda.gov](mailto:julie.floriani@wdc.usda.gov)
- telephone at 202-720-8374.

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**Disposal Date**

January 1, 2008

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**Distribution**

Cotton State Offices; State Offices relay to  
County Offices and Cotton CMA's and LSA's

## 2 Transfer E-Mail Process

### A COPS Generated E-Mails

When a transfer request is approved, COPS notifies applicable CMA's, LSA's, and County Offices that the referenced loans are involved in a transfer of loan collateral. This e-mail capability was deployed on March 31, 2007. E-mails will be created on a loan-by-loan basis each morning at 8:30 a.m. c.t.

Because this capability was **not** available when the transfer process was deployed on March 1, 2007, e-mails that would have been generated during the transfer approval process will be generated for all transfers that have occurred since March 1, 2007.

### B E-Mail Content

The transfer e-mail:

- will provide CMA, LSA, or County Office with the following:
  - a summary of the current transfer status of all bales in a single loan
  - an explanation of permitted subsequent action for each category
- will **not** include a list of receipt numbers
- advises that if a list of transferred bales is needed, the State Office should contact Kansas City or the National Office with their request.

**Note:** A view/download option for transferred bales is currently being tested and will be available in a future software release. This will allow County Offices to either view the bales in COPS or download a list that can be printed.

2 **Transfer E-Mail Process (Continued)**

**B E-Mail Content (Continued)**

The following table gives an explanation of the bale status and subsequent permitted action for each transfer status category.

<b>Bale Status</b>	<b>Meaning</b>	<b>Subsequent Transactions Permitted</b>
Bales not transferred	Bales are not included on a transfer request.	All transactions
Canceled transfers	Approved for transfer, but request was canceled. Bale is still in original warehouse.	All transactions
Terminated transfers	Approved for transfer, but request was terminated. Bale was shipped from original warehouse, but will not be receipted in receiving warehouse.	No transaction except those directed by National Office or Kansas City staff
Approved for transfer - not shipped	Approved for transfer, and bale is still in original warehouse.	No transactions
Approved for transfer - shipped	Approved for transfer. Bale was shipped from original warehouse, but has not been receipted in receiving warehouse.	No transactions
Approved for transfer - completed	Approved for transfer. Bale was shipped from original warehouse and has arrived at the receiving warehouse. New electronic warehouse receipt has been issued.	CMA/LSA - all transactions  County Office - all transactions except repayments
In transit forfeited bales	Approved for transfer. Bale was shipped from original warehouse, but has not been receipted in receiving warehouse and loan has reached maturity.	No transactions
Total	Total bales in loan.	